



OFFICIAL RESPONSES TO VENDOR QUESTIONS  
RFP-2022-BDAS-01-SUBST

No.	Question	Answer
1.	<b>General</b> Can proposers include costs for testing, personal protective equipment (PPE), and other supplies related to COVID-19 in their cost proposal?	Yes, only if there is no other funding available for the cost of these materials.
2.	<b>General</b> Would the Department consider an application from a Doorway for the RFP-2022-bdas-01-subst even though Doorways have a Departmental grant through SOR?	Yes, if a Doorway meets the requirements of the RFP, they may submit a proposal for services.
3.	<b>Section 3 Scope of Services, Subsection 3.2 Scope of Services, Paragraph 3.2.5 Oral Fluid HIV Testing</b> Will the Department supply HIV test kits and test administration training to vendors to do testing or shall these be included in the expenses of the Cost Proposal?	These expenses should be included in the cost proposal.
4.	<b>Section 3 Scope of Services, Subsection 3.2 Scope of Services, Paragraph 3.2.5 Oral Fluid HIV</b> Are the HIV tests mandatory?	Yes.
5.	<b>Section 3 Scope of Services, Subsection 3.2 Scope of Services, Paragraph 3.2.5 Oral Fluid HIV</b> If a client refuses to be tested, or if they refuse to share the results, are they still eligible to receive services under BDAS?	Yes. Client refusal must be clearly documented in the client file.
6.	<b>Section 3 Scope of Services, Subsection 3.2 Scope of</b>	Yes, if the vendor is able to clearly document that



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	<b>Services, Paragraph 3.2.5 Oral Fluid HIV Testing</b> Will the Department consider removal of this requirement, as it is related to OP/IOP services, with the caveat of required documentation of continuity of care related to HIV testing?	testing occurred via an alternate source and that follow-up services were provided as appropriate.
7.	<b>Section 3 Scope of Services, Subsection 3.2 Scope of Services, Paragraph 3.2.7 Evaluation, Sub-paragraph 3.2.7.2</b> Is there a timeframe for the clinical evaluation?	The clinical evaluation, if not done prior to admission, is due within three (3) days after admission or three (3) sessions, whichever is longer.
8.	<b>Section 3 Scope of Services, Subsection 3.2 Scope of Services, Paragraph 3.2.7 Evaluation, Sub-paragraph 3.2.7.2</b> The paragraph ends with a colon, is information missing from this paragraph? If so, what is the missing information?	Please see Addendum #4, Section 2, modifications to Paragraph 3.2.7.
9.	<b>Section 3 Scope of Services, subsection 3.2 Scope of Services, Subsection 3.2.15</b> What information and level of detail is required for the transfer Plans. Is there a specific form that must be used and can the Department share an example?	The transfer plan is a mini discharge summary and does not need an extensive level of detail. It is a progress update that is focused on the “here and now” and should include what progress the client has made (in all ASAM dimensions), what they are currently working on, and why they are in need of a different level of care.
10.	<b>Section 3 Scope of Services, Subsection 3.2 Scope of Services, Subsection 3.2.21 State Opioid Response Grant Standards, Paragraph 3.2.21.11 Room and Board, Sub-paragraph 3.2.21.11.1</b> Does the ability to invoice the Department \$100 per day	Yes.



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	for Room and Board apply to the Transitional Living Program level of care in addition to the other residential levels of care?	
11.	<b>Section 3 Scope of Services, Subsection 3.3 Staffing, Paragraph 3.3.1.2, Sub-paragraph 3.3.1.2.2</b> Can unlicensed counselors run groups as long as they are supervised by a licensed staff or do the licensed staff need to be physically present and act as primary facilitators for the group?	Yes, as long as the Unlicensed Counselor is actively working toward licensure, is working within their scope of practice, and is under the supervision of a Licensed Counselor.
12.	<b>Section 3 Scope of Services, Subsection 3.3 Staffing, Paragraph 3.3.1.2, Sub-paragraph 3.3.1.2.3</b> Are milieu staff, who are not a CRSW, able to run groups and if so, would these groups be limited to a maximum of 8 people?	No. Please see Section 3.3.1.2, Subsection 3.3.1.2.3.
13.	<b>Section 3 Scope of Services, Subsection 3.3 Staffing, Paragraph 3.3.1.2, Sub-paragraph 3.3.1.2.4</b> Is the floater staff, mentioned in this paragraph, in addition to the required client/staff ratio count as detailed in the RFP or are they included in that ratio?	Floater staff are included in the ratio.
14.	<b>Section 3 Scope of Services, Subsection 3.3 Staffing, Paragraph 3.3.1.2, Sub-paragraph 3.3.1.2.4, Part 3.3.1.2.4.1</b> Is the ratio listed correct?	Please see Addendum #2, RFP-2022-BDAS-01-SUBST, #1.
15.	<b>Section 3 Scope of Services, Subsection 3.3 Staffing, Paragraph 3.3.1.3</b>	It is incumbent upon the proposer to justify the clinical and safety assurances for their alternative staffing



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	Will the Department clarify what clinical and safety justifications for the requested exemptions may include as justification for an exemption and provide examples?	plan.
16.	<b>Section 3 Scope of Services, Subsection 3.3 Staffing, Paragraph 3.3.1, Sub-paragraph 3.3.1.3</b> If a selected vendor believes any of the staffing requirements are inappropriate for the proposed services, what is the process for submitting the exemption request to the Department?	Requests must be sent to the Clinical Services Unit Administrator via email after contracts have been signed, and will be reviewed on a case-by-case basis. Requests must specify the requirements they are requesting exemption to, present an alternative staffing plan, and give detailed reasons for why their staffing plan is appropriate. The Staffing Plan referenced in the RFP must reflect a fully staffed program.
17.	<b>Section 3 Scope of Services, Subsection 3.3 Staffing, Paragraph 3.3.1, Sub-paragraph 3.3.1.5</b> Is there a minimum requirement for direct supervision versus clinical supervision, or is it up to the NH Licensed Supervisor to determine direct supervision intervals.	Please see Addendum #5, Appendix G, Operational Requirements
18.	<b>Section 3 Scope of Services, Subsection 3.3 Staffing, Paragraph 3.3.3</b> Is a vendor's internal training considered adequate and if so, what is the process for a vendor to get a training approved for use by the Department?	Training outlines must be submitted to the Department for approval, and must make needed amendments if requested to do so by the Department.
19.	<b>Section 3 Scope of Services, Subsection 3.6 Web Information Technology System</b> Will Vendors use the WITS system when invoicing the Department on a cost reimbursement basis? If not, will the Department provide a form for invoicing?	The Department will provide a form for invoicing.



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20.	<b>Section 3 Scope of Services, Subsection 3.6 Web Information Technology System, Paragraph 3.6.1</b> Can all out-patient (OP) and intensive out-patient (IOP) services being provided to clients be entered only into the organization's EHR as opposed to WITS, while still providing the opportunity, as stated in the RFP, for the state to have access to the necessary data for audit purposes as requested?	There is specific information that must be entered into WITS for all BDAS-funded clients, regardless of what level of care they are in. This is outlined in the WITS USER Guide, and is related to sub-recipient monitoring for Block Grant funding.
21.	<b>Section 3 Scope of Services, Subsection 3.6 Web Information Technology System, Paragraph 3.6.5</b> Are all vendors required to utilize WITS with the ability to use their internal EHR, upon Department approval, for duplicate tracking of information required by WITS or can vendors can propose alternative EHRs for WITS required information?	No, there is specific information that must be entered into WITS for all BDAS-funded clients, regardless of what level of care they are in. This is outlined in the WITS USER Guide, and is related to sub-recipient monitoring for Block Grant funding.
22.	<b>Section 3 Scope of Services, Subsection 3.7 Telehealth, Paragraph 3.7.1</b> What is the Department's criteria for "secure telecommunication technology"?	Please refer to Appendix A, Exhibit K, II, Methods of Secure Transmission of Data.
23.	<b>Section 3 Scope of Services, Subsection 3.10 Compliance, Paragraph 3.10.1 Facilities License</b> Are transitional living programs required to obtain or maintain facilities licenses with the Department of Health Facilities Administrations?	Regardless of the level of care being provided, the vendor must be licensed in accordance with the requirements of He-P 826 and any other applicable regulations.
24.	<b>Section 4. Finance</b> If a vendor expends all of the contract funds in a given	Vendors are expected to monitor their burn-rates in order to prevent this issue. If the vendor expends all the funds budgeted for uninsured/underinsured



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	year, prior to that year's end, are vendors still required to fulfill the duration of the contract and provide unfunded services?	clients. They will be responsible for providing services without reimbursement to the uninsured/underinsured population.
25.	<b>Section 4. Finance, Subsection 4.1 Financial Standards</b> Given the uncertainty of client census levels within an ongoing pandemic, will agencies be fully reimbursed for the minimum required staff, as outlined in Section 3.3. Staffing, of the RFP and fixed operating costs of the program?	The vendor will be reimbursed for the operating costs of the program net the third party revenue billed toward the program's services.
26.	<b>Section 4. Finance, Subsection 4.1 Financial Standards</b> Is it the intent of the agency to use the funds within this contract to cover losses associated with staff and operating services in which BDAS-funded clients may participate, regardless of the BDAS-client census?	The vendor will be reimbursed for the operating costs of the program net the third party revenue billed toward the program's services.
27.	<b>Section 4 Finance, Subsection 4.2 Cost Proposal</b> Can the fillable forms for the cost proposal be made available to proposers?	Appendix D: Addendum #3 - Budget Sheet and Appendix E: Staff List are both available on the Department's website <a href="#">RFP-2022-BDAS-01-SUBST   Requests for Proposals   NH Department of Health and Human Services</a>
28.	<b>Section 4 Finance, Subsection 4.2 Cost Proposal</b> Should monthly reimbursement requests to BDAS be reduced by the SOR funding and/or other sources of funds (i.e. fundraising, third party-insurance, Medicaid)?	Yes, the vendor will be reimbursed for the operating costs of the program net the third party revenue billed toward the program's services. So the monthly reimbursement should be the total expenditures less the revenue generated by the program.
29.	<b>Section 4 Finance, Subsection 4.2 Cost Proposal</b> Can BDAS provide examples of how the cost reimbursement model will work for a residential	The vendor is expected to deduct payment from other sources from the total monthly billing to ensure that only the cost of care for BDAS eligible clients is being



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	program and for an outpatient program in which the number of BDAS clients is equal to 25% of the total number of clients served in the specific program?	charged to the Department.
30.	<b>Section 4 Finance, Subsection 4.2 Cost Proposal, Paragraph 4.2.1, Sub-paragraph 4.2.1.2</b> Is it an oversight that the Staff list mentioned in this section is not included as a mandatory attachment on pg. 75?	See Section 7, Proposal Outline and Requirements, Subsection 7.2, Outline and Detail, Paragraph 7.2.11 Required Attachments, Sub-paragraph 7.2.11.2, Part 7.2.11.2.2.
31.	<b>Section 5 Proposal Evaluation, Subsection 5.2 RFP Questions, ASAM (Q3)</b> Is there a specific format BDAS prefers for the work plan or can it be written in table or narrative format?	There is no specific formatting requirement.
32.	<b>Section 5 Proposal Evaluation, Subsection 5.2 RFP Questions, ASAM (Q3)</b> Is there specific criteria required for the work plan?	Yes, see Section 5.2, RFP Questions, Subsection 5.2.3, ASAM-(Q3).
33.	<b>Section 5 Proposal Evaluation, Subsection 5.2 RFP Questions, Sample Evaluation (Q5)</b> As there is no page limit for the answer to Sample Evaluation Q5, per 5.2, should the answer be embedded in the narrative or added as an attachment.	Please add as an attachment.
34.	<b>Section 7, Proposal Outline and Requirements, Subsection 7.2 Outline and Detail, Paragraph 7.2.5. Proposal Narrative, Project Approach, and Technical Response, Sub-paragraph 7.2.5.1</b> What is meant by "Proposers are encouraged, but not required to include a Word version of the proposal	Proposers can create proposals using Word, or other software as applicable, and can choose to provide DHHS only with a PDF version of the documents instead of submitting the Word version(s).



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	narrative in the electronic copy”?	
35.	<b>Section 7, Proposal Outline and Requirements, Subsection 7.2 Outline and Detail, Paragraph 7.2.5</b> What does “electronic copy” mean in this statement?	Electronic copy means a document in a digital form, consisting of text, images or both, is readable on computers or other electronic devices (e.g., Word or PDF document).
36.	<b>Section 7, Proposal Outline and Requirements, Subsection 7.2 Outline and Detail, Paragraph 7.2.6 Description of Organization</b> Does the description count toward the 25 page limit of the proposal narrative or is it a separate attachment?	No, it is a separate attachment.
37.	<b>Section 7, Proposal Outline and Requirements, Subsection 7.2 Outline and Detail, Paragraph 7.2.11, Sub-paragraph 7.2.11.1, Part, 7.2.11.1.1 Answers to RFP Questions</b> Will a template be provided for 7.2.11.1.1 Answers to RFP Questions, or other requirements for submitting this document?	No.
38.	<b>Appendix F</b> Does the End User License Agreement document need to be submitted with the Proposal or is this just a sample Appendix for the sample contract provided in the RFP?	See Section 3, Subsection 3.10 Compliance, Paragraph 3.10.2 Credits and Copyright Ownership, Sub-paragraph 3.10.2.1.